

ADMINISTRATIVE ASSISTANT

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate clerical work involving a variety of administrative support and office assistance tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing clerical assistance to department staff; receiving and processing incoming calls and visitors; preparing and maintaining manual and computerized files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls and directs visitors to appropriate party; assists customers with the completion of standardized records or documents.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system; may assist with budget preparation.
- Types a variety of documents including correspondence, forms, reports, purchase orders, requisitions, etc. where a knowledge of format and presentation is necessary.
- Assists in the coordination and preparation of periodic and special reports; collects information from a variety of sources and compiles data.
- Receives and accounts for various revenues; posts, checks, balances and adjusts accounts; gathers, assembles, tabulates, checks and files financial data.
- Sorts, indexes and maintains various files and records.
- Schedules appointments; maintains calendars; makes travel arrangements, as required.
- Prepares and disseminates Board and committee packets and supporting data; notifies media of meetings as required.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of standard office equipment; sends and receives faxes.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of County and departmental programs and policies and terminology; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to make arithmetic calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.